

Regina Warner Derzon
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Professional Experience:

- 2000-Present Consultant. Legal Services Corporation, Washington, DC. Coordinate and oversee conference of community legal aid advocates, including logistics, agenda, timetable and communications; statistical analysis write-up; report writing; oversight of various projects, conference organization and staff training.
- 1999 Consultant. National Legal Aid and Defender Association, Washington, DC. Coordinator of Membership Services. Senior level position working with staff, Board and Committees on all issues relating to membership and staff computer training and assistance.
- 1997-1999 Comptroller/Special Projects Coordinator. Tennessee Association of Legal Services, Nashville, TN. Financial Manager for organization with multiple grant sources. Local and Regional meeting organization and planning, budget and audit oversight, preparation for payroll tax reporting, and maintenance of insurance plans, oversight of Southeast Project Directors Association and federal grant programs.
- 1994-1999 Associate Professor of Business. Adjunct Faculty. Volunteer State Community College, Department of Business, Gallatin, TN. Courses taught: WordPerfect; MS Word; Records and Data Management; Keyboarding. Academic advising of students.
- 1994-1996 Financial Manager. Walker Management Group, Nashville, TN. Financial Manager for an organization managing fourteen not-for-profit associations.
- Executive Director. Tennessee Association of Audiologists and Speech-Language Pathologists.
- 1993 Benefits Analyst. Johnson & Higgins, Nashville, TN. Employee benefits consultant to a wide range of employers.
- 1990-1992 Associate Professor of Business. Chaffey Community College, Alta Loma, CA. Department of Business Education, Adjunct Faculty. Courses taught: Accounting; Keyboarding; Data Processing; General Business/Introduction to Business.
- 1990-1991 Consultant. National Legal Aid and Defender Association (NLADA), Washington, D.C. and Nationwide Employee Benefits Organization, Inc. (NEBO). San Rafael, CA. Employee benefits consultant to public defender and civil litigation attorney groups.
- 1981-1989 Executive Director. Nationwide Employee Benefits Organization, Inc. (NEBO). San Rafael, CA. Chief Executive Officer of a corporation providing employee benefits to 4,000 employees throughout the country.

Education:

- MA in Executive Management. The Claremont Graduate School, Peter F. Drucker Executive Management Program, Claremont, California.
- Certificate in Executive Management. The Claremont Graduate School, Peter F. Drucker Executive Management Program, Claremont, California.
- Master of Business Education (MBE). Middle Tennessee State University, Murfreesboro, Tennessee.
- BS in Business Administration. Tennessee Technological University, Cookeville, Tennessee.
- Golden Gate University, San Francisco, California, Center for Professional Development. Course credits in program leading to the designation of Certified Employee Benefits Specialist.

Administrative and Personnel Functions

Recruitment and hiring of contract personnel (attorneys, consultants and third-party administrators). Established organization's office, accounting, payroll and records management systems. Negotiated contracts and agreements with accountants, attorneys, consultants, member programs and administrators. Marketed plans to prospective clients, prepared proposals, premium and plan comparisons and recommended action to be taken. Enrolled groups and explained benefits and administrative procedures of plan to members. Organized meetings of Board, insurance representatives, client groups and union representatives. Recommended action to be taken by Board and consultants. Intervene in claims disputes between the insurance carriers and enrollees. Participated in renewal meetings with insurance carriers. Hired and supervised all staff.

Employee Benefit Functions

Knowledgeable of laws relating to employee benefits. Conducted training sessions on employee benefits and legislation. Wrote and reviewed plan documents. Explained benefits to enrollees and beneficiaries. Prepared requests for proposals and reviewed same.

Financial/Accounting Functions

Accounted for premiums remitted to the organization and forwarded same to insurance companies. Prepared reports regarding loss ratios. Prepared organization's budgets and income projections.

Computer Skills

Proficient in PC environments including Excel, Lotus, QuattroPro, Peachtree Accounting, PowerPoint, Word, WordPerfect, Access, Outlook and *iMIS* database. Maintained accounting and tax records. Taught Word and WordPerfect at the college level.

Publications:

- "COBRA and Other Benefits," Management Information Exchange, November, 1989.
- "A Guide to Employee Benefit Packages," Management Information Exchange, July, 1989. (Co-authored).
- "A Survey of Employee Benefits in Legal Services," National Clearinghouse Review, May, 1989. (Co-authored).

Credentials, Memberships and Community Service:

- Instructor credential for California Community Colleges and Secondary Schools
- National Business Education Association.
- National Legal Aid and Defender Association.
- Former Board Chair, HomeSafe of Sumner County, Inc. (Domestic violence shelter)
- Tennessee Scenic Rivers Association.

REFERENCES FOR REGINA WARNER DERZON

Ashley T. Wiltshire, Jr.
Executive Director
Legal Aid Society of Middle Tennessee
211 Union Street, Suite 800
Nashville, TN 37201
615-244-6610

G. Gordon Bonnyman
Managing Attorney
Tennessee Justice Center
916 Stahlman Building
Nashville, TN 37201
615-255-0331

Clinton B. Lyons
Executive Director
National Legal Aid and Defender Association
1625 K Street, NW, 8th Floor
Washington, DC 20006-1604
202-452-0620

LSC References:

Mike Genz, Randi Youells, Tim Watson